

## Children's Design International Collection

## Collection Internationale Dessins d'enfants

### CONSERVATION POLICY

GOVERNING BODY:	Conservation Committee
DATE APPROVED:	November 3, 2018
APPROVED BY:	Board of Directors
NUMBER:	007-18
Effective Date:	November 3, 2018
Review Cycle:	5 years

#### GOAL

This policy outlines the guiding principles for decisions pertaining to the conservation of artefacts in the collection and the evaluation of their physical condition. It describes the standard that CDIC strives for in ensuring the quality of the collection, as well as ensuring both maximum and secure access to the collection.

#### SCOPE

Directors, committee members, partners, curators, subcontractors

#### POLICY

##### Principles

- Conservation of the artefacts in the collection is central to the CDIC's mandate, as are acquisition and education activities, and public access.
- Every artefact in the collection is evaluated fairly, based on its educational, informative or scientific value, irrespective of its format or medium.

##### Objectives

- To implement regulations for the description of archive documents, as defined by the Bureau of Canadian Archivists (2008), within the CDIC's available means.
- To preserve each artefact in its original state, and to document its relationships at the time of contribution.
- To document all traces or incidences of preservation activity in order to provide users with insightful information (see Access and Education Policy).
- To secure the collection and its related database.

Prior to having its own facilities, or if the facilities do not have adequate space, CDIC shall form a long-term partnership with a reputable private or public archive centre. Under a partnership agreement, CDIC and the partner shall draft an estimate of the collection's reception, storage, insurance and administration costs. The partner shall provide a list of expenses incurred over a

period of twelve months. Even in the event that the partner would like to offer their facilities at no charge in exchange for access to the collection, it is advisable that their actual incurred costs be accounted for and reported in order to accurately reflect economic activities in the annual report.

Facilities (CDIC facilities or otherwise) must have a temperature and humidity control system, an emergency plan, an alarm system, and the required insurances.

CDIC encourages the reproduction of documents in their original dimensions for consultation purposes, in order to preserve the originals. However, fragile original documents shall not be reproduced if the reproduction process risks damaging them.

Preservation activities shall be done within the limits of the resources that CDIC has previously allocated for this purpose. These financial limits could cause access services (consultation, borrowing, exhibition, etc.) for an artefact or a part of the collection to slow down or even be suspended. This is to ensure that the safety of artefacts is prioritized.

CDIC establishes a conservation calendar which keeps track of the date the artefacts are accessed, as well as of the evaluation of their physical condition and of their archival value.

Artefacts to be transported shall be packaged to the highest of standards. Even while being transported, the artefacts must remain in a secured area.

CDIC reproduces digital images provided by a contributor for conservation and consultation purposes. Digital 2D image reproductions shall be done in high definition, according to current standards. Reproductions shall have, at minimum, the same resolution as the original and shall never have a lower pixel resolution than the original.

Artefacts shall always be accompanied by their fact sheet code during conservation activities, in order to prevent errors from being made about an artefact or its classification and to facilitate the documentation of conservation operations.

During conservation activities, CDIC shall never separate an artefact's identifier from its fact sheet or from the collection's metadata, which are considered a whole.

CDIC may restrict access to artefacts if they require obsolete or discontinued technologies or equipment in order to be consulted.

CDIC shall utilize the user access registry to evaluate any risks to the collection.

Where possible, CDIC shall inform the contributor if a related artefact is to be removed from the collection and give the artefact a reasonable grace period prior to its removal.

## RESPONSIBILITY

Board of Directors

## EXPECTED OUTCOME

This policy is an extension of CDIC's core mandate and is one of CDIC's fundamental commitments to its contributors and users. The scope of this policy must guide CDIC's funding efforts. They must also lead to the acknowledgement of CDIC alongside other organizations and their associations in the same field, in order to create a favourable environment for CDIC's structural development.

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